

- Mandatory Expenditures worksheets are to be prepared for General Fund (1xxxx) budget codes only.
- Worksheets must be received by 10:45 a.m. in order to be considered for that day's 11:00 updating.

Column Descriptions:

Column A = CMCS Priority Code: Screen 20 requisitions, Screen 22 transfers

2X – Payroll
 30 – State Aid
 40 – Health Provider Payments
 45 – Electronic Payment Transfer
 50 – General Expenses

Column B = Requisition/Transfer Sequence Number

Requisition sequence number is obtained from AK-23 screen.
 Transfer sequence number is obtained from AK-13 screen.

Column C and D = NCAS Account Number and Amount

Total requisition or transfer must be analyzed by NCAS expenditure account number at the 4th digit level. (For example, 5328XX).

Column E = Total Requisition/Total Transfer

There may be several account classifications for a requisition or transfer.

Total requisition must agree to amount per the AK-23 screen.
 Total transfer must agree to amount per the Ak-13 screen.

Column F = Comments

Please include any necessary explanations.

